



## Workers' Compensation Compliance Specialist 1

The Bureau of Workers' Compensation is looking for a Bachelor graduate with two years' experience in administering insurance or workers' compensation claims, or conducting investigations, or construction service experience.

You will have an opportunity to grow and develop your skills, gain work experience and serve others. You will also be given the opportunity to become a notary public.

### What's in it for you:

- Access to State benefits
- Growth and Development Opportunities
- Collaborative Environment

### Requirements Are Simple:

- Graduation from an accredited college or university with a bachelor's degree AND experience equivalent to two years of full-time work in one or a combination of the following: administering insurance or workers' compensation claims; or conducting investigations, or construction services experience.
- Substitution of Education for Experience: Additional qualifying experience as described above may substitute for the required education to a maximum of four years.
- Candidates must be eligible to become a notary public.
- Possess a valid motor vehicle operator's license with a safe driving record.

### Responsibilities:

- You will perform computer based research and maintain accurate file documentation such as activity notes electronically.
- Perform onsite inspections to evaluate factors that deal with non-compliance.
- Prepare investigation reports for review to assigned attorney to determine compliance/non-compliance and to determine assessment and/or legal action.
- You will provide answers to questions about compliance with Workers' Compensation Law.
- Communicate with parties in-person or by telephone, fax, email and/or written correspondence during the course of an investigation to obtain information needed to determine the appropriate outcome of the investigation.
- Follow the established policy and procedures of the Bureau for investigations of possible non-compliance.
- You will evaluate records created or obtained from various sources to determine compliance with Workers' Compensation laws.
- You can educate employers, employees, insurance professionals, CPAs and other professionals on compliance with Workers' Compensation laws.
- Investigate referrals and other inquiries to determine compliance with the Workers' Compensation laws.



- May assess, negotiate and collect penalties in accordance with Bureau policies and procedures associated with non-compliance of the Workers' Compensation laws and Rules and Regulations.
- Document activities and results of investigations in accordance with program protocols.
- If assigned, initiate specialized investigations related to fraud.
- You will complete Expedited Request for Information related to the Uninsured Employers Fund benefit, if assigned.

## Salary Range and Schedule:

- Depending on experience you may earn \$3,206 to \$3,527 per month.
- Full time schedule 37.5 hours per week, Monday through Friday
- State car that is assigned to the office will be used, if available, to travel around assigned area
- Position is located in the Nashville metropolitan area

Apply by sending your resume and a copy of your certification or transcript by August 7, 2019 to: [Amanda.Terry@tn.gov](mailto:Amanda.Terry@tn.gov)

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.